

SWAN BOARD MEETING AGENDA

November 17, 2023 9:30 a.m.

**Palos Heights Public Library
12501 South 71st Avenue
Palos Heights, IL 60463-1595**

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the November 17, 2023 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 17, 2023 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, October 2023

- a. Balance sheet and detail of expenditures for October 2023
- b. Approval of the payment of bills for October 1, 2023, through October 31, 2023 in the amount of \$90,588.66

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1 THROUGH OCTOBER 31, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR OCTOBER 2023

5. Action Item – Acceptance of the October 20, 2023, SWAN Board Meeting Minutes

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 20, 2023 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports
 - a. Board President Report
 - b. Executive Director Report
 - c. Operations Report
 - d. Treasurer Report
 - e. Board Calendar

7. Action Item – Accept the fiscal year 2023 audit
8. Action Item – Approve the revised Employee Handbook
9. Information Item—Sick Leave Donation annual report
10. Discussion— SWAN customer satisfaction survey
11. Discussion—SWAN Quarterly meeting December 7, 2023 agenda
12. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Dorothy Koll	Acorn Public Library District	Vice-president	July 1, 2024
Tim Jarzemsky	Bloomindale Public Library	Treasurer	July 1, 2024
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Samantha Johnson	Roselle Public Library		July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026